Ergonomics

Ergonomics is the process of designing or arranging workplaces, products and systems so that they fit the people who use them.

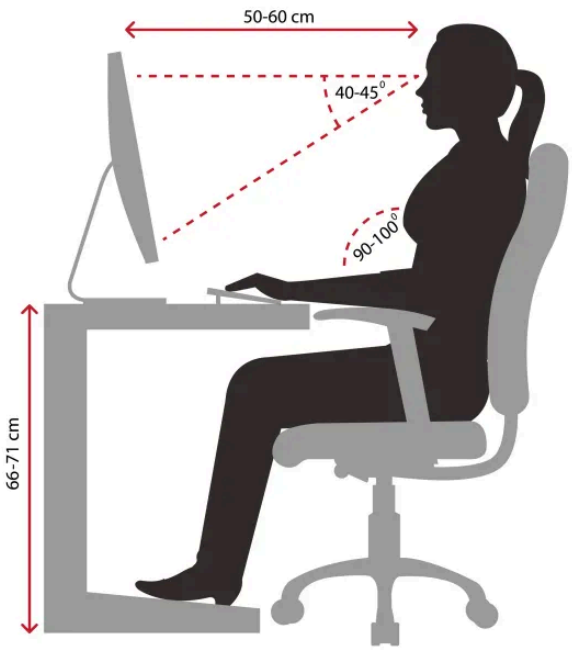
Remote Work Stations

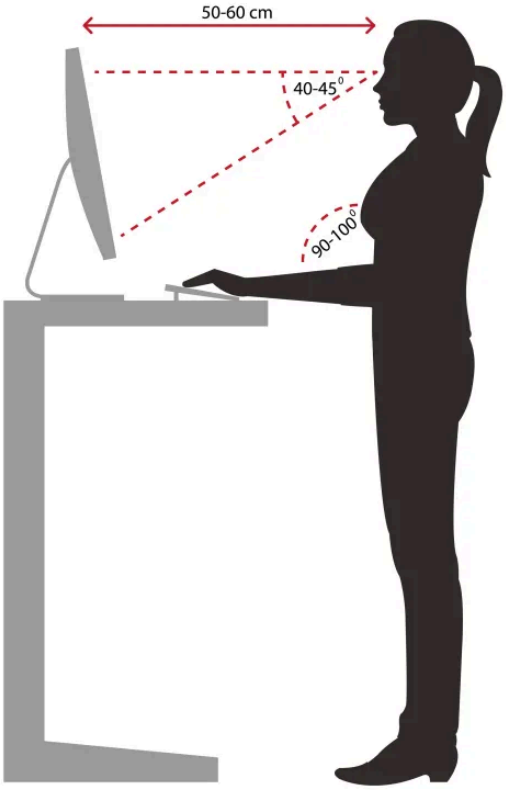
Employees who are currently utilizing the option of a remote/hybrid work agreement should also keep in mind that their remote worksite should also be set up to accommodate their workspace. Working at dining table or kitchen counter or sitting on chair that does not adjust will, over the long run, provide more problems to the user. It is best to set up your workspace as efficiently and ergonomically as you can from the start, and avoid any potential injuries and musculoskeletal problems that can arise over time.

The following are some tips you can follow to get yourself started at your remote location:

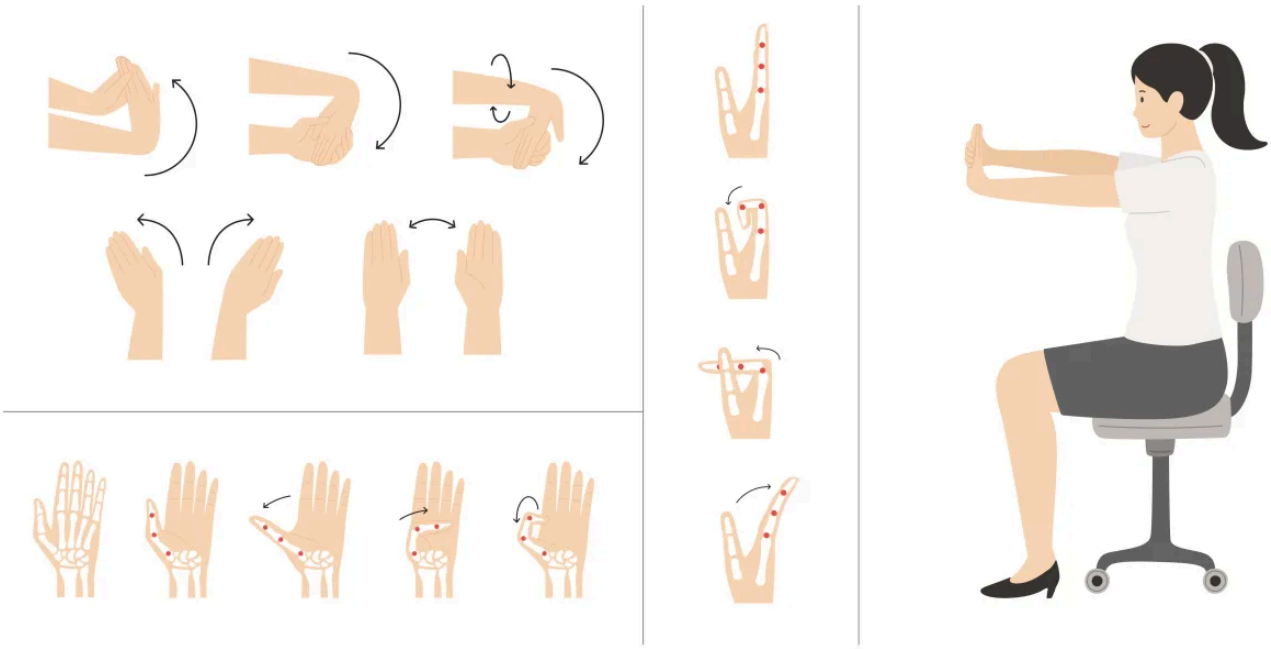
- Computer desk height at approximately 26 to 29 inches from the floor
- Fully adjustable chair to ensure that arms are at 90-degree angle to the keyboard, knees are at 90-degree angle, feet are flat on the floor or on a

- Wrists maintained in the neutral position when keying and mousing
- Adequate space under the desk for lateral movement
- Monitor is adjusted so that the top of the screen is at or below the user's eye level
- Images on the screen are sharp, easy to read, and there is no glare
- Lighting is not so bright to cause glare or so dim that it causes strain when reading the screen or reviewing documents
- Task lighting is available for source documents and positioned to avoid glare
- Avoid cradling your phone in your neck while on the computer; use your speaker phone feature





Office Stretches and Exercises



Common Workplace Issues, Causes and Possible Solutions

Ergonomic Training

Training on Ergonomics, Back Safety, and Slip, Trips, and Falls can be found on Vector. All employees are encouraged to take this additional training.

If you have additional questions contact the Safety Office.

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